



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST ARMY
1 ROCK ISLAND ARSENAL, BUILDING 68
ROCK ISLAND, ILLINOIS 61299-8100

AFKA-EO

15 AUG 2011

MEMORANDUM FOR SEE DISTRIBUTION


SUBJECT: Policy Memorandum #3 – Equal Opportunity (EO) and Civilian Equal Employment Opportunity (EEO)

1. The First Army command supports the EO and EEO Program. It is expected that commanders, managers, and supervisors promote a climate of dignity, respect, EO and employment for our Soldiers, family members, and Department of the Army (DA) Civilians. Every Soldier and Civilian will be evaluated on fitness and merit, without regard to race, color, religion, gender, or national origin. Our civilians will further be evaluated without regard to age and disability. Army values are our cornerstone to readiness. Violation of the EO policy is contrary to our professional ethics and Army values, and WILL NOT BE TOLERATED in this command.
2. Commanders are the EO and EEO officers for their command and are ultimately held accountable. However, the success of these programs is every individual's responsibility. Soldiers and family members are encouraged to present a complaint, seek assistance, and/or cooperate with an investigating officer when resolving EO matters. Civilian employees are encouraged to allow the chain of command the opportunity to resolve the matter; otherwise, they are to contact the EEO office to address perceived or actual incidents of discrimination.
3. Alternate agencies available to assist Soldiers include higher echelons in the chain of command, EO Advisers, Inspector General (IG), Chaplain, Provost Marshal, Medical Agency, Staff Judge Advocate (SJA), and the Housing Referral Office. Commanders, leaders, and supervisors will develop a reprisal plan to protect complainants, any named witnesses, and the subject from acts or threats of reprisal for exercising their EO and EEO.
4. A successful EO program is based on three points: Education, Enforcement, and Feedback. Quality Equal Opportunity Leaders (EOLs) are vital to a successful EO program within units. Commanders, with the assistance from their Equal Opportunity Adviser (EOA), should select their EOL carefully, and focus on Soldiers who demonstrate exceptional leadership and communication skills, with the ability to facilitate small group discussion. Commanders above company level are encouraged to conduct climate surveys. Commanders should coordinate this assessment with their brigade EOA, using the survey developed by HQDA, DAPE-HR and the Army Research Institute (ARI). Leaders will develop an action plan for any areas of concern, using assistance from their unit's EOA. Leaders will conduct sensing sessions and provide feedback.

AFKA-EO

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5. POC for this policy memorandum is the EOA, SFC Evadne Benson at DSN 793-9060.



J. MICHAEL BEDNAREK
Lieutenant General, US Army
Commanding

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